

Accountant General's Department



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Job Description & Specification

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2024



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**PROPOSED**  
**DISBURSEMENT**  
**ANALYST**  
**(FMG/PA 2)**

Public Building West, King Street, Kingston, Jamaica

## Job Description

**Job Title:** Project and Foreign Disbursement Analyst

**Post Number:**

**Recommended:** FMG/PA 2

**Department:** The Accountant General's Department – A Department of the Ministry of Finance and the Public Service

**Reports to:** Director – Project and Foreign Payments

**Direct Reports:** Disbursement Officer

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This Job Description has been approved by the Accountant General and will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent. It is validated as an accurate and true description of the job as signified below:

\_\_\_\_\_  
Accountant General

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Unit

\_\_\_\_\_  
Date created/revised

## **1. STRATEGIC OBJECTIVES:**

The Financial Operations Division is responsible for revenue management; budget execution; pensioner's payroll and centralized salary payments. The Division undertakes all functions of the Central Treasury Management with regards to receipt, payment, and reporting. It performs the role of manager of the Central Payment Account (CPA) and other bank accounts of the Government. It executes an efficient receipt and payment system. This division ensures that centralized disbursements of payments from the Consolidated Fund under the authority of Warrants, including pension payments and salaries, are executed accurately and timely. Disbursements also include payments from extra-budgetary funds.

## **2. JOB PURPOSE:**

The Project and Foreign Disbursement Analyst is the manager with responsibility for checking the MDA capital (project) payment requests inclusive of debts to ensure all supporting documentation are in place to execute payment. This also includes allocated warrant balances to ensure that special projects such as SERP, WeCARE, CoVAX are not exhausted. The Analyst closely monitors, analyses reports on and, recommends improvement in, the central payment processing of all project and foreign payments by the Treasury. The Analyst will highlight any trends which would factor into projections for the GOJ's budgeting process. The incumbent oversees the work of the Disbursement Officer, ensuring that the requisite payments are made in accordance with approved budgets and contractual Agreements.

### **Summary of the broad purpose of the position in relation to Government's goals and strategies:**

- Update schedule of GoJ Debt (Local and Foreign) obligation
- Liaise with Public Expenditure Division (PEX) in relation warrant for GOJ projects
- To constantly review and monitor MDAs Project and Foreign payments to ensure that all payments are executed
- To certify all foreign and debt transactions.
- To provide MDAs with updates in relation to project, debt and foreign payments
- To ensure timely payments on behalf of all MDAs
- To establish and maintain systems and procedures to monitor, capture and account/reconcile all financial transactions.
- To provide comprehensive and accurate records of all financial transactions kept for reporting and analysis;
- To oversee and ensure the requisite disbursements/GoJ expenditure on behalf of all MDAs in keeping with approved budgets
- To oversee and ensure the GOJ debt payments in compliance with the terms of the applicable loan Agreements;

- To establish and maintain systems and procedures to monitor, capture, and reconcile all financial transactions, ensuring compliance with GoJ standards and the relevant statutes and regulations (FAA Act etc.);
- To establish and maintain systems, procedures, and controls to prevent overpayments and/dysfunctions.

### **3. KEY OUTPUTS:**

- GOJ Foreign, Project and Public debts are effected on time;
- Timely centralized Disbursements from the Central Payment Account keeping with approved warrants;
- Financial statements/reports;
- Daily Foreign Exchange rates obtained
- Cash books certified
- Bank accounts balances monitored;
- Timely response to customer queries received from Communication and Customer Relations unit
- Unit targets are met or exceeded;
- Completed staff performance appraisals;
- Compliance with financial regulations and standards.

### **3. KEY RESPONSIBILITIES:**

#### Technical

- Provides technical advice to the Director, Project and Foreign Payments and the Assistant AG Revenue & Expenditure;
- Monitors to ensure that all payment made from the Central Payment Account is done based on an authorized warrant;
- Liaise with BOJ in relation to bank charges associated with foreign payments
- Monitors to ensure that all requisitions and withdrawals are authenticated by the Auditor General;
- Ensures permission is sought from the Auditor General to adjust funds incorrectly lodged to the Consolidated Fund;
- Checks the preparation of statutory financial statements of the Government and any other statements of account required by the Minister of Finance;
- Prepares the relevant financial management reports, special reports, forecasts and statements on a periodic basis;
- Acts as a liaison officer between the Treasury and other Government departments in accordance with defined procedures;
- Acts as a liaison officer between the Treasury and financial institutions;

- Ensures the smooth and efficient operation of the CTMS system, resulting in the timely funding of the MDAs' accounts;
- Conducts analysis of GOJ Project and Foreign expenditure and reports trends.

#### Strategic Leadership

- Monitors staff compliance with relevant laws, regulations, policies, procedures and Instructions governing the operations of the AGD;
- Plans, develops, organizes, implements, directs and evaluates the Unit's fiscal function and performance;
- Leads in the smooth and efficient operation of the unit through the management of daily operations;
- Establishes and implements systems for reporting of work done against stated and agreed work plans for the unit;
- Establishes internal control processes required to manage and grow the unit;
- Meets or exceeds unit performance targets;
- Deputizes for the Director Centralized Disbursements as and when required.

#### Human Resource Management

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff (Unit Operation Plan) based on the Divisional Operation Plan;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the hiring of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills gaps and collaborate with the Manager Training and Development to develop and implement Staff Development and Succession Plans for the Unit to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implement and promote health and safety policies; and mitigate and minimize workplace hazards;
- Monitors the performance of staff and ensure effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures the welfare of Unit staff are clearly identified and addressed.

#### Any Other Duties

- Any other related duty that may be assigned from time to time

### **4. KEY PERFORMANCE INDICATORS**

The job is successfully performed when:

- All Government expenditure obligations are settled within one (1) day and in exceptional cases in accordance with FAA Instructions 4.5.2
- Payment of accounts payable is accurate and within stipulated timelines;
- Cash books certified with five (5) days ;
- Statutory financial statements of the Government and any other statements of account required by the Minister of Finance are accurate, and submitted within ten (10) days
- Financial management reports, special reports, forecasts and other periodic statements are timely and accurate;
- Reports and financial statements are accurate, meet quality standards, and are produced within agreed time-frame;
- Surrenderable balances are finalized and communicated to MDAs before July 31
- There is compliance with the FAA Act, and Accounting and Audit standards including cash basis IPSAS;
- Audit/other queries are responded to in a timely manner;
- Unit targets are met or exceeded;
- Staff performance appraisals are done accurately and bi-annually.

## **5. REQUIREMENTS FOR THIS JOB:**

### **a. Qualification and Training**

- A First degree from a recognized institution in the disciplines of Accounting and/or Financial Accounting, OR Equivalent

### **b. Essential Experience and Knowledge:**

- At least 3 years of experience working at a supervisory level in Accounting or Finance;
- Comprehensive knowledge of Accounting practices and applications;
- Knowledge and experience in all areas of financial management;
- Experience analysing financial performance of an organization;
- Knowledge of international Public Sector Accounting Standards (IPSAS);
- Knowledge of Government Accounting;
- Experience in budget management

### c. Competencies

The incumbent is a senior public servant who is expected to lead a team of professionals in realizing the goals and objectives of the unit, in a highly dynamic environment. The following competencies are required for the effective performance of this job:

- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **Use of Technology:** The ability to accept and implement information technology in work activities to enhance organisational performance.
- **Collaboration and Team Work:** The ability to be a collaborative business leader, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals.
- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example.
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to effectively review policy issues, determine priorities, and set medium and long term goals.
- **Strategic Vision:** The ability to develop a clear vision of the desired future state of the Department, demonstrate awareness of and or anticipate changing environmental trends, industry opportunities and threats/risks.
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department are met in a consistent, effective and efficient manner.
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns.
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment.
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility.

- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives.
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service.
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one- on- ones face- to- face, with excellent public speaking skills.
- Ability to work effectively under pressure.

**6. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

**Physical Demands** - Required to travel locally; and pressured working conditions with numerous critical deadlines.

**Work Environment** - Normal office conditions

**Travel** - This position requires up to 10% travel.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date